

EMPLOYMENT OPPORTUNITY

ANNOUNCEMENT NUMBER: HNALL 07/05

NOTE: All applicants who are not Family Members of U.S. Government employees officially assigned to Post and under Chief of Mission (COM) authority must have required work and residency permits to be eligible for consideration.

OPEN TO: All Interested Candidates

POSITION: Non-Expendable Data Entry Clerk, FSN-05; FP-09*

OPENING DATE: February 9, 2007

CLOSING DATE: February 23, 2007

WORK HOURS: Full-time, 40 hours/week

ANNUAL SALARY: *Not-Ordinarily Resident (holding diplomatic passport): US\$25,623 (Starting salary)
(Position Grade: FP-9 will be confirmed by Washington)

*Ordinarily Resident: US\$3,958 (Starting salary)
(Position Grade: FSN-5)

LENGTH OF HIRE: Long-term. Actual filling of the position is contingent upon the availability of funds.

The Embassy of the United States of America in Hanoi is seeking an individual for employment in Vietnam for the position of Non-Expendable Data Entry Clerk in its General Services Office in Hanoi.

BASIC FUNCTION OF THE POSITION

Incumbent of this position will maintain all non-expendable property records for the Department of State at post using the Department of State's mandated software programs. The incumbent will be responsible for periodic inventories and spot-checks on all property and preparation of requisitions to the General Services Officer; plan for all required inventories; plan and execute all paperwork regarding disposal, purchasing, and maintenance of non-expendable property. The incumbent will also generate all required reports relating to Non-Expendable property.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office, Hanoi.

QUALIFICATION REQUIREMENTS

All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of secondary school plus business, technical or vocational training is required.
2. Must have at least one year experience in supply or related experience in a facility management (including maintenance) group.
3. Must have good working knowledge of supply instructions and procedures in general.
4. Must be meticulous and able to deal with a considerable amount of data entry. Must be able to work independently, with extreme precision, and under time constraint. Good organization and planning skills are required.

5. Must have excellent computer skills (This will be tested.)
6. Level 3 (Good working knowledge) Speaking/Reading English is required (This will be tested). Fluency in Speaking/Reading Vietnamese is required.

SELECTION PROCESS

When equally qualified, American Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that candidates address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed American Citizen EFM's who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
5. The candidate must be able to obtain and hold Post security clearance.

TO APPLY

Interested candidates for this position must submit the following, or the application will not be considered:

1. Not-Ordinary Resident (NOR): Application for Federal Employment (OF-612 or DS-1950)
2. Ordinary Resident (OR) includes all Vietnamese nationals: Post form "Application for Employment with the U.S. Mission to Vietnam" available on the website.
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned, etc.) that addresses the qualification requirements of the position as listed above.

You may download the application form at http://vietnam.usembassy.gov/job_opportunities.html#appforms or paper copies are available from the security guard main gate at the U.S. Embassy, 7 Lang Ha Street, Hanoi between the hours of 8:00 A.M. - 5:00 P.M., Monday through Friday.

SUBMIT APPLICATION TO

Human Resources Officer
U.S. Embassy, 7 Lang Ha Street, Hanoi

All applications must be put in sealed envelopes and addressed to the Human Resources Officer to receive consideration. Please write clearly on your envelope the position for which you are applying.

POINT OF CONTACT

Human Resources Office
U.S. Embassy Hanoi
Tel. 84-4-772-1500
FAX: 84-4-772-0697

DEFINITIONS

1. American Citizen Eligible Family Member (AEFM): A type of Eligible Family Member (EFM) that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - U.S. citizen;
 - Spouse or child who is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
 - Does not receive a USG annuity or pension based on a career in the U.S. Civil, Foreign or uniform services.
2. Eligible Family Member (EFM): Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household (MOH): A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at Post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are AEFMs and EFM of FS, GS, and uniform service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: FEBRUARY 23, 2007

(All applications must be received by the closing date to receive consideration)

AN EQUAL OPPORTUNITY EMPLOYER

The U.S. Mission in Vietnam provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.